



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000

OPNAVINST 2060.8B
N2N6
8 Feb 2019

OPNAV INSTRUCTION 2060.8B

From: Chief of Naval Operations

Subj: MANAGEMENT AND BUSINESS ADMINISTRATION OF DEPARTMENT OF
DEFENSE TELEPHONE SYSTEMS AND BASE TELECOMMUNICATIONS
SERVICES WITHIN THE DEPARTMENT OF THE NAVY

Ref: (a) CJCSI 6211.02D
(b) DoD Instruction 8100.04 of 9 December 2010
(c) DoD 5500.07-R-7, Joint Ethics Regulation, November 2011
(d) DoD Instruction 8560.01 of 22 August 2018

1. Purpose

a. To establish policy governing the management, administration, and validation of base telecommunications within the United States Navy.

b. This instruction is being reissued with a new date, updated version and signature authority to meet Chief of Naval Operation's age requirement for Office of the Chief of Naval Operations instructions.

2. Cancellation. OPNAVINST 2060.8A.

3. Background. With the proliferation of telecommunications services, better management controls are necessary within the U.S. Navy. References (a) and (b) direct the formulation of a central management infrastructure to provide oversight, contracting services, validation, standards, and internal controls for base telecommunications.

4. Scope and Applicability. This instruction applies to the Department of the Navy.

5. Responsibilities

a. Commanding officers, at each level of command (activity, district, or area) are responsible for the proper use of Department of Defense communication systems and equipment within their command.

b. Per reference (c), section 2-301, the use of government communication systems and equipment (including government-owned telephones, facsimile machines, e-mail, Internet systems, and commercial systems where use is funded by the government) are only for official use, and authorized purposes.

c. Use of U.S. Navy communication systems and equipment for other than official use is at the commanding officer's discretion, as long as the Navy does not incur additional cost or the use does not degrade mission readiness.

d. Authorized purposes include brief communications made by U.S. Navy employees while they are traveling on official business to notify family members of official transportation or schedule changes. They also include personal communications from the employee's usual workplace that are reasonably made while at the work place as permitted by the command, agency, or organization. These communications will follow the guidelines outlined in reference (c).

e. Use of government communications systems and devices may be monitored following reference (d). U.S. Navy employees and personnel will use government communications systems and devices with the understanding any such communications may be monitored.

6. Action

a. Commander, Naval Information Forces must:

(1) establish policy governing management of telecommunications services, and standards of base communications telecommunications services, infrastructure, and systems.

(2) establish a standardized telecommunications management service at the enterprise level.

(3) review military construction projects that contain requirements for telecommunications services.

(4) validate and prioritize requirements for the procurement of telephone common user infrastructure to maintain readiness, per references (a) and (b).

b. Echelon 2 commands must program and budget for the sustainment of telecommunications services, to include communication systems and end user devices (e.g., telephone switches or access answering machines, facsimile, telephones, replacement, maintenance, and upgrades), until a Navywide enterprise solution is fully implemented, or further guidance is provided.

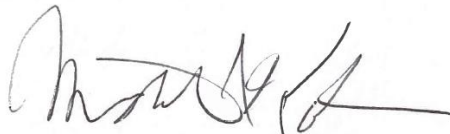
7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for

Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the DON/AA DRMD program office.

8. Review and Effective Date. Per OPNAVINST 5215.17A, Chief of Naval Operations, Information Warfare (CNO N2N6) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



MATTHEW J. KOHLER
Deputy Chief of Naval Operations
for Information Warfare

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.secnav.navy.mil/doni/default.aspx>.